GEORGIA STATEWIDE HIV PREVENTION COMMUNITY PLANNING COUNCIL

BY-LAWS

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ARTICLE I. NAME

Section 1. Name: The name of this body shall be the Georgia Statewide HIV Prevention Community Planning Council, hereinafter called the Council.

ARTICLE II. MISSION

Section 1. Mission: The Mission of the Council is to be actively involved in the ongoing development, preparation and evaluation of a comprehensive HIV prevention plan for the state of Georgia.

Section 2. Goals: To accomplish the mission of the Georgia Statewide HIV Prevention Community Planning Council, the Council will collaborate with the Grantee designated by the Centers for Disease Control and Prevention (CDC) - the State of Georgia's Department of Human Resources, Division of Public Health, Epidemiology & Prevention Branch, to accomplish the following goals:

Sub-section A. To assess existing community resources to determine the community's capacity to respond to the epidemic. These resources should include fiscal, personnel and program resources, as well as support from public (federal, state, county, municipal,) private and volunteer sources.

Sub-section B. To identify populations whose activities put them at risk.

Sub-section C. To define high-risk populations based on the current epidemiological profile and the HIV trends in communities.

Sub-section D. To identify unmet HIV prevention needs within the defined populations.

Sub-section E. To prioritize HIV prevention strategies and interventions for the defined populations.

Sub-section F. To adopt the principle of participatory planning which identifies needs and makes decisions based upon the principles of inclusion, representation, parity and representation.

Sub-section G. To assist in the development of a comprehensive HIV prevention plan consistent with the high priority HIV prevention needs identified through the HIV prevention community planning process outlined above.

Section 3. Specific Goals and Objectives: The Council will:

Sub-section A. Establish specific goals and objectives at the first meeting of the Council in each calendar year.

Sub-section B. Review available epidemiological data, behavioral and social science, cost effectiveness, needs assessment data and other information necessary to prioritize HIV prevention needs.

Sub-section C. Collaborate with the Grantee in obtaining necessary data, technical assistance and related information.

ARTICLE III. MEMBERSHIP

Section 1. Members and Alternate Members:

Sub-section A. Definition of Membership: Members and Alternate Members of the Georgia Statewide HIV Prevention Community Planning Council serve as a representative voice responsible for developing collaboration in the fight against the epidemic of HIV/AIDS.

Sub-section B. Demographics of Membership: Membership shall reflect the current profile of the epidemic in age, race, ethnicity, gender, sexual orientation, location, and transmission category.

Sub-section C. Recruitment of Membership:

1. Recruitment will occur in the fields of HIV related expertise including, but not limited to, epidemiology, behavioral sciences, needs assessment, evaluation, and substance abuse.

2. Recruitment will include persons who are HIV infected, persons from both government, private and community based organizations working in the HIV related fields.

3. Recruitment will also include unaffiliated individual representatives of the populations at risk during the epidemic of HIV/AIDS in Georgia.

Sub-section D. Number of Members and Alternate Members: The membership of the Council shall consist of no more than forty (40) members and no more than eight (8) Alternate Members.

Sub-section E. Roles and Responsibilities of Members and Alternate Members.

1. Members vote on all business brought before the Council.

2. Members and Alternate Members participate in all discussion.

3. Attendance is required at a minimum of two-thirds of a year's Council meetings. (Attendance is defined as at least one-half (1/2) of a meeting.)

a. People with HIV disease may miss up to one-half of a year's Council meetings.

b. Absences, for causes other than HIV, may be allowed for members for up to one-half of Council meetings when agreed upon by the majority decision of the Council Co-chairs.

c. Unexcused Absences of one-third (1/3) or more of the Council's meetings subject the Members and Alternate Members to automatic dismissal. (Automatic dismissal means that no vote is required of the Council.)

4. Members and Alternate Members will volunteer or accept appointment to committees established by the Council.

5. Members and Alternate members must adhere to the By-Laws, Ground Rules, and Policies and Procedures established by the Council.

Sub-section F. Temporary membership roles and responsibilities of Alternate Members.

1. It is the role of the presiding Chairperson to appoint an alternate, in accordance to the procedure detailed in the appendices under "Appointing Alternates", to a standing member post in the event that the Council does not have a Quorum.

2. The Alternate Member(s) will vote as replacements for specific membership posts for the duration of that individual meeting or quorum call and no longer.

ARTICLE IV. APPOINTMENT

Section 1. Representation: The Council shall consist of no more than thirty-two (32) community representatives, no more than eight (8) community alternates, and no more than eight (8) appointed governmental agency representatives.

Sub-section A. Community representatives shall include, but not be limited to, representatives and clients of organizations/agencies providing HIV/AIDS prevention and related services.

1. Community representatives shall be solicited through a written appeal to all known HIV/AIDS prevention and service providers.

2. Community representatives shall be solicited through a written appeal to affected communities and defined populations at risk for HIV infection, as described in Article III. Section 1. Sub-section B.

Sub-section B. Representatives of the state of Georgia's governmental agencies.

1. Representatives of the state of Georgia's governmental agencies may include, but are not limited to, the following: Department of Education (DOE), Department of Corrections (DOC), Department of Children and Youth Services (DCYS), Division of Mental Health/Mental Retardation/Substance Abuse (MH/MR/SA) and Division of Family and Children Services (DFACS), shall be selected by their department in response to solicitation for membership issued by the Division of Public Health.

2. The Director of Public Health shall designate a representative who shall serve as the state Co-chair.

Sub-section C. Representatives of the Ryan White Title I & II Planning Council and the Georgia AIDS Task Force shall be appointed by their respective agencies in response to a solicitation for membership issued by the Council for reserved posts.

Sub-section D. All membership shall be ratified by a letter of appointment from the Director of the Division of Public Health.

Section 2. Terms: Terms for members and Alternate Members will be for three (3) years.

Sub-section A. The terms for Members are staggered so that approximately one-third (1/3) of the positions will be vacated and filled each year. Therefore, the forty (40) posts for members are assigned numbers one (1) through forty (40). The forty (40) posts are divided into three (3) groups designated A, B, and C. Group A consists of post One (1) through Fourteen (14). Group B consists of posts Fifteen (15) through Twenty-seven (27), and Group C consists of Twenty-eight (28) through Forty (40).

1. Upon the adoption of these By-Laws, Members filling posts in A will be appointed for three (3) years from that date. Member filling posts in Group B. will be appointed for two (2) years from that date. Members filling posts in Group C will be appointed for one (1) year from that date.

2. New Members will be appointed to vacated posts for the remaining amounts of the terms of that post or to new three (3) year posts.

Sub-section B. The terms for Alternate Members are staggered so that approximately one-third (1/3) of the positions will be filled each year. Therefore, the eight (8) posts for Alternate Members are assigned numbers one (1) through eight (8). The eight posts are divided into three (3) Groups designated A, B, and C. Group A consists of post One (1) through Three (3). Group B consists of posts Four (4) through Six (6), and Group C consists of Seven (7) and Eight (8)

ARTICLE V. RESIGNATION AND REMOVAL FROM THE COUNCIL

Section 1. Resignation: A Member or Alternate Member who wants to resign must submit a written resignation to the Secretary of the Council. Resignations are effective upon receipt of the resignation or a specified date in the letter of resignation, whichever is later.

Section 2. Removal: A Member or Alternate Member may be removed from membership by a two-thirds (2/3) vote of the total voting membership, defined here as the quorum, for any one of the following reasons:

Sub-section A. Attendance.

1. Missing one-third (1/3) or more of the regularly scheduled meetings during the preceding twelve months;

2. Missing one-half (1/2) or more of the regularly scheduled meetings during the preceding twelve months even with excused absences.

Sub-section B. Responsibilities.

1. Failing to complete committee assignments;

2. Impeding the effectiveness of the council;

Sub-section C. Compliance.

1. By-laws

2. Ground Rules when adopted

3. Policies & Procedures when adopted

Sub-section D. Actions that damage the reputation of the Council

Section 4. Filling Vacancies:

Sub-section A. Members' posts vacated during a term will be filled by majority vote of the Council from the ranks of Alternate Members for the remainder of that term.

Sub-section B. Members' posts left vacant with remaining time on the term will be filled with new members according to Article IV. Section 2. Sub-section A.2.

Sub-section C. Alternate Members' posts vacated during a term will be filled at the Annual Meeting. (In the event that the number of Alternate Members becomes, for any reason, less than four in any term, the Council may choose to fill the open positions prior to the Annual Meeting.)

ARTICLE VI. RELATIONSHIP WITH THE DEPARTMENT OF HUMAN RESOURCES' DIVISION OF PUBLIC HEALTH'S EPIDEMIOLOGY AND PREVENTION BRANCH

Section 1. Appointment of Public Health Co-Chair: The Division of Public Health will designate a representative as one Co-Chair.

Section 2. Communication procedures: All communication will flow, as authorized by the Council, from the Council to the Secretary to the Public Health Co-Chair.

ARTICLE VII. OFFICERS

Section 1. Election: The Council will have four (4) officers, three (3) Co-Chairs and one (1) Secretary. Two community Co-Chairs and one Secretary will be elected by the Council. One Co-Chair shall be the representative of the Epidemiology and Prevention Branch and be appointed by the Branch Director.

Section 2. Terms of Office: The Officers shall serve for one year commencing January 1 of the calendar year following the Annual meeting.

Section 3. Co-Chairs: The Community representative Co-Chairs shall rotate presiding at all meetings of the Council. She/He, when presiding, may form committees that are necessary to assist in the execution of the functions and responsibilities of the Council.

Section 4. The Chairperson and Secretary of committees and or sub-committees shall not be considered officers of the Council by virtue of their position on said committee

Section 5. Secretary:

Sub-section A. The Secretary shall be responsible for the review of Council minutes prepared by Department of Human Resources staff, and shall present such minutes to the Council membership at each meeting.

Sub-section B. The Secretary is responsible for assuring and maintaining the official records of communication and for preparing correspondence on behalf of the Council.

Sub-section C. The Secretary shall receive all nominations and will keep a Nominations List for Members and Alternate Members.

Sub-section D. The Secretary shall maintain copies of the disclosure forms.

Section 6. Resignation:

Sub-section A. An Officer may resign by written notice to the Council. The resignation is effective upon its receipt or at a subsequent time as set forth in the notice.

Sub-section B. Any officer may be removed, with documented cause, by a two-thirds (2/3) vote of the total seated voting membership of the Council.

Sub-section C. Offices that become vacant through resignation or removal before the expiration of terms shall be filled by the Council.

ARTICLE VIII. REGULATIONS

Section 1. The Council will, in accordance with the By-laws establish, adopt and enforce written:

Sub-section A. Ground Rules.

Sub-section B. Policies and Procedures for (but not limited to:)

1. Conflict of interest;
2. Conflict resolution;
3. Committees.

Sub-section C. Roles and Responsibilities for:

1. Members and Alternate Members;
2. Officers, Parliamentarian, and Executive Committee;

3. The Council's relationship with the Division of Public Health's Epidemiology & Prevention Branch (limited to the HIV Prevention Community Planning process.)

ARTICLE IX. MEETINGS

Section 1. Scheduled Meetings: Scheduled meetings of the Council will be held at least once per quarter. Any change in the scheduled meetings must be announced at least thirty (30) days in advance.

Section 2. Special Meetings: A Special Meeting may be called by two of three Co-Chairs or at the demand of a quorum of the voting membership. The Secretary, after verifying that a Special Meeting has been properly called, shall set a date for the meeting not less than seven (7) and not more than fourteen (14) days hence. As with all other meetings, a quorum must be present before any official business may be transacted.

Section 3. Quorum: A quorum for conducting the business of the council, unless otherwise specified in these by-laws shall be one half of the total seated voting membership plus one (1).

Section 4. Open Meeting: All meetings of the four officers, of the Council and its Sub-Committees shall be open to any interested person as dictated in Georgia law.

Section 5. Minutes: Written minutes will be kept of all meetings including committee and sub-committee meetings.

Section 6. Voting:

Sub-section A. Each member shall have a vote which counts as one (1) vote.

Sub-section B. While the Council will strive for consensus, every official action taken by the Council shall be adopted by a majority vote. A majority vote shall be one-half (1/2) plus one (1) of all seated Council members voting, provided a quorum is present.

Sub-section C. An absent Council member may specify in writing, including by facsimile, her/his opinion on any motion to be considered by the Council. This information will be shared with the Council by the Secretary; however, the information may not be considered as a vote. There will be no voting by proxy.

Sub-section D. The presiding Co-Chair may vote when necessary to break a tie vote, or when her/his vote would change the result. The non-presiding Co-Chairs shall retain their voting privileges unless required to assume the chair and preside over the meeting.

Section 7. Annual Meeting: An Annual Meeting shall be held in November or December of each calendar year. The agenda of this meeting must include, but is not limited to: appointment of Members (as specified in Article IV, Section 3); filling of posts vacated by Alternate Members during the calendar year (as specified in Article V, Section 3), and election of officers.

ARTICLE X. COMMITTEES

Section 1. Standing Committee: The Council shall form standing committees as necessary to fulfill the goals of the council.

Section 2. Ad Hoc Committee: The Council shall form ad hoc committees as necessary to fulfill the goals of the council.

Section 3. Executive Committee: The Executive Committee may consist of Standing Committee and/or Ad Hoc Committee chairpersons along with elected Council Officers.

Section 4. Committee Members: Committee members shall not be considered Council Officers.

Section 5. Ad Hoc Committee Members: Ad Hoc committee members shall not be considered Council Officers.

ARTICLE XI. PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Proceeding: The rules of parliamentary practice, as set forth in *Roberts Rules of Order*, shall govern all meetings of the Council except as otherwise provided for herein. Where the by-laws are silent on a procedural issue, *Roberts Rules of Order* shall serve as formal guidance.

ARTICLE XI. CONFLICT OF INTEREST

Section 1. Conflict of Interest:

Sub-section A. Members will refrain from voting on issues which reflect upon funding if the member is/was associated with an agency or organization which can/will directly benefit from the Council's actions and the community planning process.

Sub-section B. Members and alternate members will announce the potential for conflict of interest before addressing issues which reflect upon funding if the member is/was associated with an agency or organization which can/will directly benefit from the Council's actions and the community planning process.

Sub-section C. Disclosure forms detailing members and alternate members association with agencies and organizations must be submitted annually.

Sub-section D. Copies of the disclosure forms will be maintained by the Secretary.

ARTICLE XII. CONFLICT RESOLUTION

Section 1. Conflict Resolution: In case of continued disagreement with a disputed final decision, an appeal may be filed directly with the Centers for Disease Control and Prevention where an attempt will be made to mediate and manage the dispute and bring it to closure.

ARTICLE XIII. AMENDMENTS

Section 1. Amendments:

Sub-section A. Amendments: These By-laws will be adopted by a two-thirds (2/3) vote of the seated voting membership of the Council. Proposed amendments to these by-laws must be provided in writing to the membership not less than seven (7) days prior to the scheduled vote considering the amendments.

Sub-sections B. Changes: By-laws maybe changed on an annual bases as deemed necessary by a two-third (2/3) vote of seated Council members

APPENDICES TO BY-LAWS

I Appointing Alternate Members: The names of all Alternate members will be listed in alphabetical order. From the alphabetized list, starting with the first name on the list, the presiding Chair will temporarily assign Alternate members to the Council, as necessary, to achieve a quorum.

If for some reason a Alternate member is absent (excused and/or unexcused), he/she will lose their turn. The presiding Chair will simply move pass the absent Alternate member's name to the next present Alternate member. Any absent person(s) will have to wait until the complete list is exhausted and their name is reached again through the alphabetized process before they will be eligible to be temporarily assigned to the Council to achieve a quorum.

II. Grievance Procedure:

III. Operation Procedures:

IV. Regulations:

V. Rules:

Respectfully submitted by the By-laws Committee, This _____ Day of _____, 1996

_____
Jennye Walker, Ph. D., Chair

_____
Gale Johnson, Secretary

_____
Len Terrell

_____
Yvonne Medina-Tyrrell

Adopted this _____, Day of _____, 1996

_____
Presiding Council Officer

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ACTION PLAN - 1996

GEORGIA STATEWIDE HIV PREVENTION COMMUNITY PLANNING COUNCIL

APRIL 22-23, 1996:

* Scheduled Council Meeting
* Technical Assistance: Team Building
  Orientation to Community Planning
  Basic Parliamentary Procedures
  Needs Assessment
  Priority Setting Methodology (Introduction)
* Approval of By laws
* Review and Adoption of 1996 Council Action Plan and Future Meeting Dates
* Structure and Process of Subcommittees
* Evaluation of CP Process

21-22 (Tues & Wed) Decatur?

MAY ~~29-30~~, 1996:

* Scheduled Council Meeting
* Technical Assistance: Team Building
  Priority Setting Methodology (for Populations)
  Needs Assessment
* Epidemiology and Prevention Branch Overview of Programs and Departments
  HIV, STD, TB, SA, Ryan White, Ga AIDS Task Force
  STARR, Surveillance data update, CP Budget
* Subcommitee Reports and Updates
* Distribution of Preliminary Draft of Prevention Plan to Council Members for Review
* Evaluation of CP Process

JUNE 24-25, 1996:

* Scheduled Council Meeting
* Technical Assistance: Team Building
  Priority Setting Methodology (for Interventions)
  Needs Assessment
* Update and Uses of Resource Directory
* Update and Uses of Media (Newsletter/brochure)
* Community Involvement Process
* Council Reviews Prevention Plan (Small Working Groups)
* Development of criteria for nomination of new members/alternates based on epi data
* Subcommittee Reports and Updates
* Evaluation of CP Process

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JULY 1996:

* Olympics Begin
* No scheduled Council Meeting
* Regional/Community Meetings (Facilitated by DHR liaisons and state health department co-chair, council members will be asked to attend and participate in regional meetings with local CBOs, health departments, etc. to assess existing HIV/STD prevention services and determine existing gaps)
* Draft of Prevention Plan to Council Members for Review/Comments

AUGUST 26-27, 1996:

* Olympics end and Paralympics Begin
* Scheduled Council Meeting
* Technical Assistance: Team Building
  Parity within Council
  Priority Setting Methodology
  Needs Assessment
* Council Reviews Prevention Plan and makes Recommendations
* Final Version of Plan sent to Council prior to September Meeting
* Subcommittee Reports and Updates
* Community Involvement Process
* Evaluation of CP Process

SEPTEMBER 16-17, 1996:

* Scheduled Council Meeting
* Technical Assistance: Team Building
* Nominations/Selection Process Begins
* Subcommittee Reports and Updates
* Community Involvement Process
* Evaluation of CP Process

OCTOBER 1996:

* HIV Prevention Plan due October 1, 1996
* No scheduled Council Meeting

NOVEMBER 18-19, 1996:

* Scheduled Council Meeting
* Review of Council Mission, Goals and Objectives
* Draft of 1997 Action Plan Begins
* Technical Assistance: Team Building
  Epidemiological Profile Interpretation
  Needs Assessment (Standardization)
* Potential New Council Members/Alternates Presented to Council for Vote
* Election of 1997 Officers
* Evaluation of CP Process

NO SCHEDULED COUNCIL MEETING IN DECEMBER 1996